



**INSTRUCTIONS:** Prior to submitting EEO Complaint file to VA Central Office, please review each line item and place a check mark in the adjacent box to indicate that the item is included in the file.

☐ **Written Complaint**

- ☐ Date stamp on front of first page of complaint (*if no postmark or if hand delivered*).
- ☐ Envelope with postmark (*if mailed*).
- ☐ Complainant's attachments, identified as such.
- ☐ If complaint in letter format, rather than VA Form 4939, letter contains information requested by VA Form 4939.

☐ **Notice of Final Interview**

- ☐ Signed and dated acknowledgement of receipt of the Notice by the complainant, or a certified mail return receipt card.

☐ **All Inquiries Addressed to Complainant**

- ☐ Complainant's response.
- ☐ Memorandum of nonresponse.

☐ **EEO Counselor's Report**

- ☐ Date of complainant initial contact with EEO Counselor.
- ☐ Specific personnel actions or incidents identified.
- ☐ Specific date of each action or incident.
- ☐ Basis of discrimination (*race, sex, etc.*).
- ☐ Date of final interview.

☐ **Notice of Receipt of Discrimination Complaint**

**NOTE:** The below documents should, in appropriate cases, also be included in the file. Please review each line item and place a check mark in the adjacent box to indicate that the item is included in the file.

- ☐ Grievance file and collective bargaining agreement (*in cases involving complainant's failure or refusal to accept an agency offer of full relief*).
- ☐ Certification of full relief from DAS/EEO (*in cases involving complainant's failure or refusal to accept an agency offer of full relief*).
  - ☐ Offer of full relief, with warning that refusal to accept may result in cancellation of the complaint.
  - ☐ Certification of full relief from DAS/EEO.
  - ☐ Complainant's written refusal to accept offer or, if refusal was verbal or no response to offer, memorandum to that effect.
- ☐ Prior identical complaint (*in cases requesting rejection or cancellation due to a previously filed EEO complaint which contains allegations identical to those contained in the present complaint*).
- ☐ MSPB appeal (*in cases requesting rejection or cancellation due to a previously filed MSPB appeal, or in cases where the complainant filed with the MSPB after the expiration of 120 days from the filing of the EEO complaint*). See Section VII.
  - ☐ Evidence of the filing date of the Appeal (*obtain from MSPB Regional Office*).